20 August 1973

STAT

MEMORANDUM FOR:

SUBJECT   :   Agency's Personnel Development Program and
                   Annual Personnel Plan

        1.   The following individuals are assigned to your group
and they are eligible for consideration for further development
under the Agency's Personnel Development Program and Annual
Personnel Plan.

STAT

GS-15   6/73   2004

Under this plan consideration should be given to each individual
for further development with respect to their present assignment
and potential growth; hence, we would appreciate it if under
column "Substantive, etc.--Action(s) and Purpose(s)" you would
provide the necessary statement (information) which would assist
in further development of the candidate. Under column dealing
with "Training, etc.," your recommendations as to what type of
training, etc., they should be receiving in conjunction with
their assignment in the IC Staff. Attached is a sample.

        2.   Please return to me as soon as possible.

STAT

                              Executive Officer
                              DCI/IC Staff

ADMINISTRATIVE-INTERNAL USE ONLY

20 August 1973

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SUBJECT   :   Agency's Personnel Development Program and
                   Annual Personnel Plan

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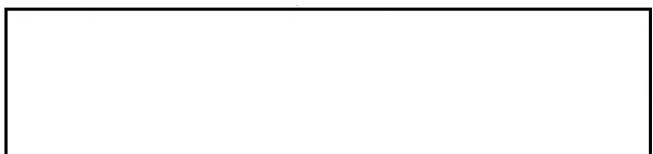Personnel Plan.

	GS-14	2/70	1987
	GS-16	4/73	1974

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                                    Executive Officer
                                    DCI/IC Staff

ADMINISTRATIVE-INTERNAL USE ONLY

Name of Executive Candidate to be Developed	Substantive, Managerial and Professional Job Assignments, Experiences and Orientations		Training (within Career Service, Other External, College, Etc.) and Other Developmental Actions	
	Actions(s) and Purpose(s)	When	Actions(s) and Purpose(s)	When
John Doe	Has executive possibilities particularly in the computer area. Has potential growth in present assignment to head a section with additional responsibilities and assigned missions. Has potential in varied work which would contribute to overall growth and staff experience.	Within 12 mos.	Attendance at special Agency staff courses. No other training anticipated. Rotation assignments in IC Staff. Continued assignment in computer services has head of special teams working on complex studies in computer information. Added duties as group chief to establish leadership, initiative and preparation of staff papers.	Within 12 mos.